



**Indiana Pro Bono Commission  
One Indiana Square, Suite 530  
Indianapolis, IN 46204**

**Indiana Bar Foundation  
230 East Ohio Street, Suite 200  
Indianapolis, IN 46204**

## **COMBINED 2004 DISTRICT REPORT, 2006 PRO BONO GRANT APPLICATION, AND 2006 PLAN**

### **Pro Bono District 10**

**Applicant: Diane J. Walker, District 10 Pro Bono Coordinator  
Mailing Address: PO Box 8382**

**City: Bloomington, IN Zip: 47407**

**Phone: (812)339-3610 Fax: (812)339-3624  
E-mail address: dist10probono@aol.com Website address: NA  
Judicial Appointee: Hon. Michael A. Robbins**

**Plan Administrator: Diane J. Walker**

**Names of Counties served: Greene, Lawrence, Monroe & Owen**

**Percentage of volunteer attorneys (as defined on page 6) *who accepted a pro bono case in 2004*  
per registered attorneys in district, i.e. the district's pro bono participation rate: 23%  
To the extent the pro bono participation rate information is available by county, please  
provide below:**

<b>Greene:</b>	<b>21% (4 out of 19)</b>
<b>Lawrence:</b>	<b>9% (3 out of 35)</b>
<b>Monroe:</b>	<b>25% (76 out of 307)</b>
<b>Owen:</b>	<b>18% (3 out of 17)</b>

**Amount of grant received for 2005: \$34,000**

**Amount of grant (2004 & prior years) projected to be unused as of 12/31/05: 0**

**Amount requested for 2006: \$51,466.80**

<b>PRO BONO DISTRICT NUMBER 10 LETTER OF REPRESENTATION</b>
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**The following representations**, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

**Operation under Rule 6.6**

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to **Rule 6.6** of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to **Rule 6.6** (f) by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to **Rule 6.6** (g) to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;
- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results; and
- D. submit an annual report to the Commission.

## **Commitment to Pro Bono Program Excellence**

We also understand that ultimately the measure of success for a civil legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

- 1. Participation by the local bar associations and attorneys.** The associations and attorneys believe the program is necessary and beneficial.
- 2. Centrality of client needs.** The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available.
- 3. Program priorities.** The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal providers and other programs serving low-income people to assist in this process.
- 4. Direct representation component.** The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.
- 5. Coordination with state and local civil legal providers and bar associations.** The programs work cooperatively with the local civil legal providers. The partnerships between the civil legal providers and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.
- 6. Accountability.** The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.
- 7. Continuity.** The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff.
- 8. Cost-effectiveness.** The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.

**9. Minimization of barriers.** The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

**10. Understanding of ethical considerations.** The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided. The staff and volunteers are respectful of clients and sensitive to their needs.

**11. ABA Standards.** The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

**Explanation of items stricken from the above Letter of Representation:**

NA

**It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.**

**Signatures:**

\_\_\_\_\_  
**Judicial Appointee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Plan Administrator Signature**

\_\_\_\_\_  
**Date**

## 2006 PLAN SUMMARY

1. **Please write a brief summary of the 2006 grant request. Please include information regarding your district's planned activities including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion. The grant request should cover needs to be addressed, methods, target audience, anticipated outcomes, and how past difficulties will be addressed.**

**Planned activities:** District 10 will continue to deliver high quality legal services to lower income people, and continue to recruit and support volunteer attorneys who take cases. **The outcome that we anticipate is that if District 10 takes care of our volunteer attorneys, the attorneys will take care of the clients.** Even though District 10 just started last year, our theory that good client service flows from good service to volunteer attorneys seems to be borne out, and the methods used have worked well and will be continued. District 10 triages cases according to priority, availability of other resources, and the need full representation. (This is explained in more detail on page 9) **In order to meet client need and use the resources available, law students and Ms. Walker have helped 208 clients with pro se forms, advice, and brief services. Seven law students are currently helping 30 clients.** This is over and above the service provided by volunteer attorneys and **supports the core program of placing cases which are the most appropriate for full representation with attorney volunteers.** We recruit volunteer attorneys by offering two **free CLE trainings a year** in exchange for taking a case. In June 2005, we co-sponsored a GAL seminar, and will be sponsoring an ethics seminar in the winter. Although we have not yet picked topics for 2006 trainings, one will focus on ethics and the other on substantive law. District 10 will continue to recruit attorneys by speaking at bench/bar events and raising awareness by mailing the annual appeals letter which highlights our mission. **District 10's aim is not only to recruit attorneys, but provide them with the best case and most educated client possible. We consider that positive word of mouth among the bench and bar is the best marketing and promotion to attorneys. We therefore support the attorneys in their work and let them know at every opportunity that their work is important and appreciated.** The rigorous triage that District 10 does ensures that attorneys get cases where there is an important interest at stake and where the attorney can do some good. District 10 educates clients with written suggestions to help them develop good working relationships with their attorneys. We give volunteer attorneys retainer agreements which aid in client control. Finally, the referral letter which the attorney receives tells the attorney that District 10 will support them with law student research and help; Lexis Nexis; forms and peer mentoring; and supplemental malpractice insurance. **Attorney recognition is grassroots and done as often as possible.** After an attorney takes a case, homemade cookies or flowers are delivered to the attorney's office. Because we have judges from each county on our board, each judge will send a personal thank-you note (drawn up by a law student and emailed to the judge for the judge's convenience) to every attorney who has volunteered for us. During the life of the case, Ms. Walker also calls each volunteer attorney to encourage use of the law students and offer support, but also to let the volunteer talk collegially to another attorney about the case and client. District 10 also **recognizes attorneys** at the annual Quad County bar meeting, with every volunteer getting a certificate. This year, outstanding efforts will be recognized with plaques. **An essential part of our marketing is also done by our Fundraising and Recruiting Committees.** The Fundraising Committee, which has lawyers who are not on our Board of Directors, collects pro bono hours from their firms and plans at least one yearly fundraiser, such as a Silent Auction for the Quad County Bar meeting. These fundraisers yield more publicity than funds, but results in increased awareness for District 10 and its volunteer attorneys. The Recruiting Committee will meet after District 10's yearly board meeting in August or September.

**Needs to be addressed, methods, target audience, anticipated outcomes and past difficulties:** **Client traffic builds every month, and while this has not yet become a "difficulty," it means that to continue meeting client needs we must enlist more attorneys for direct representation.** This is particularly true in Owen, Greene and Lawrence County. Judge Nardi of Owen, Judge Johnson of Greene and Judge Robbins of Lawrence will begin helping Ms. Walker to make calls to recruit attorneys in those counties. Beginning in October 2005, District 10 will also focus on recruiting recent admittees to the bar; many of whom stay in Bloomington until they find jobs. These young attorneys are eager for resume-building experience and will be reached through the IU Law School's Career Services Office. Bloomington also has many attorneys who do not ordinarily practice because they are professors at the IU-Bloomington Law School, and more of these attorneys must be recruited. Professors who have already taken cases will be asked for insight on how to motivate their colleagues to take cases, and the recruiting effort will be shaped by these motivations. **Funding also remains a continual concern for District 10, as it does for every district.** Law students have completed District 10's application for 501(c)(3) status, which will be ready for submission to the IRS in late July 2005. Having tax-exempt status may help District 10 apply for other grants, and aid in our fundraising effort.

## 2004 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT 10

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 6A. Please list each attorney only once in the volunteer attorney column but complete one line for each pro bono case for that attorney.

### Definitions:

Case: A legal matter referred to and accepted by a pro bono attorney volunteer. This includes mediation and GAL services.

Volunteer Attorney: An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program. This does not include attorneys who are on the list of pro bono volunteers but who have never taken a case. The case numbers do not include cases screened, only cases actually referred to a pro bono attorney.

Case Type: Please use the abbreviations listed in Indiana Supreme Court Administrative Rule 8(B)(3) or any other defined abbreviation.

**Name of Pro Bono Provider** (includes legal service provider, court, plan administrator, bar association, and other organizations): **District 10 Pro Bono Project, Inc.**

**IOLTA funding accounts for 93 % of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding: 93%. If this percentage is substantially more than the percentage of IOLTA funding, please explain.**

Volunteer Attorney Name	County	Year Case Accepted	Year Case Closed	Number of Hours	Case Type
<b>See attached</b>					
<b>TOTAL:</b>		<b>TOTAL:</b>		<b>TOTAL:</b>	
Overall total number of volunteer attorneys:	<b>86</b>	Overall total number of cases accepted or pending:	<b>255</b>	Overall total hours on closed cases:	<b>2,977.28</b>

**2004 REPORT OF VOLUNTEER ATTORNEY LIMITED  
INFORMATION ACTIVITY IN DISTRICT 10**

This limited legal information chart can include activities such as pro se clinics and call-in or walk-in informational services.

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 7A.

Please list each attorney only once in the volunteer attorney column but complete one line for each type of legal information activity for that attorney.

**Name of Pro Bono Provider** (includes legal service provider, court, plan administrator, bar association, and other organizations): **District 10 Pro Bono Project, Inc.**

Volunteer Attorney Name	County	Type of Activity	Number of Hours
PBP039	Monroe	Created consumer law pamphlets	1.5
<b>TOTAL:</b>	<b>1</b>		<b>TOTAL:1.5</b>
<b>OVERALL VOLUNTEER ATTORNEY TOTAL:</b>	<b>87</b>		<b>OVERALL HOURS TOTAL:2,978.78</b>

## 2004 REPORT

**Please list your District's 2004 activities--including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion--in chronological order.**

<u>Date</u>	<u>Activity</u>
5/27/04	<b>First board of directors meeting of District 10 Pro Bono Project, Inc. held.</b>
6/1/04	<b>Opened clinic at 706 N. Walnut Street, Bloomington, IN.</b> Pamphlets are distributed to local courts and agencies. Agencies are encouraged to recopy pamphlets as needed since District 10's printing budget is small, so an unknown number of pamphlets are continually distributed.
6/2/04	District 10 made pitch at Monroe County Bar Association meeting for volunteers and donations.
6/3/04	District 10 began distributing homemade cookies or flowers to volunteer attorneys to thank them for taking cases.
6/9/04	Meeting held with Judge Robbins, Ms. Walker, Judge Taliaferro and Amy G. Applegate of the IPBC, to discuss District 10's future. <b>Judge Robbins and Ms. Walker continue to meet regularly about every three weeks to discuss cases and administrative matters</b> , so every meeting will not be itemized here.
9/15/04	Meeting of the District 10 Fundraising Committee held to strategize on appeals and fundraisers.
9/30/04	<b>Quad-County Bar Meeting held as fundraising and recognition event for District 10.</b> Event was attended by 66 attorneys, and thirteen (13) volunteer attorneys were recognized with certificates presented by Judge Robbins. Pledge cards for volunteering, money and in-kind donations were distributed to attending attorneys, which resulted in \$1,550 being raised.
10/13/04	<b>Presentation made to 49 law students for the IPBC Law Student Mentoring Project to recruit students for pairing with mentoring attorneys and volunteer work in the District 10 clinic.</b> Two students are immediately paired with attorneys who have taken pro bono cases and volunteers are recruited for office during spring semester.
12/3/05	District 10, among other legal services providers, trained newly elected and appointed Monroe County judges on available services and how to use District 10.
12/20/04	<b>Appeals letter, which describes mission of District 10 Pro Bono Project and requests volunteers and donations, sent to all attorneys registered in district.</b> Similar letters are sent to 30 lay people selected by the Fundraising Committee. These letters result in three attorney's volunteering their services for specific cases and in \$1,675 raised in cash donations.
1/26/05	The first of 14 law student volunteers who worked during the spring semester was trained. These students conducted legal interviews, filled out pro se paperwork or discovery with clients, conducted investigation of cases, researched, and drafted advice letters.
4/21/05	Gathering to thank law students who worked with District 10 Pro Bono Project held. Two law student volunteers of District 10 were also recognized later at IU-Bloomington's graduation ceremony.
5/3/05	<b>Presentation on District 10 Pro Bono Project's services on public access TV.</b> Presentation was pursuant to a grant request made to Bloomington City Council. Grant proposal is unsuccessful, but the presentation increased District 10's visibility to potential clients, local agencies and government.
5/9/05	District 10 granted six (6) law student interns by IU-Bloomington School of Law, who are obligated to 1,360 hours work over the summer.
6/1/05	<b>Guardian Ad Litem Continuing Legal Education seminar co-sponsored by District 10 Pro Bono Project and the IU-Bloomington School of Law.</b> Indiana Supreme Court provided \$1,200 in grant money to pay for copying costs, and the Monroe County Bar Association provided \$300 for refreshments. As a result, 56 attorneys were recruited as Guardians ad Litem throughout the state, and 11 were recruited for District 10 specifically.
6/3/05	Judge Robbins invited Chief Justice Shepard and Appellate Judges Bailey and Baker to Lawrence County Bar meeting and open house of new court offices. Judge Robbins made a recruitment speech to Lawrence attorneys in attendance, and recognized volunteer attorneys and law students before the Chief Justice.
6/14/05	Fundraising Committee meeting held. Committee members planned how to raise additional funds for District 10, given that IPBC is unlikely to be able to provide all necessary funding this year.
6/15/05	Thank you letters to each volunteer attorney drafted by law student, so that judges from each volunteer's home county can send out signed thank-you letters to each volunteer attorney.



**Please provide a short summary of how the provision of pro bono service is coordinated in your district, including the intake process, the relationships of pro bono providers in the district, how referrals are made, and how reporting is done.**

**Intake process:** Clients call District 10's toll-free number from 8 a.m. to 5 p.m. M-F, and speak to a law student, who interviews the client for financial and legal eligibility. At the end of the interview, the law student informs the client that the case will be reviewed by District 10's plan administrator, Ms. Walker, with Judge Robbins, who will decide whether the case may be placed with an attorney. The client is told that he will receive a letter within two weeks of the interview as to whether his case will be placed, or whether there is other help District 10 can offer. **Relationships with other pro bono providers in the district:** District 10 takes client referrals from, and directs clients to, all of the other free legal services in the area, which include ILS-Bloomington and the IU-Bloomington law school clinics. District 10's law students use a "cheat sheet" which helps them refer clients if the case is better suited to another legal service. These cheat sheets were designed with input from the other area legal services and reviewed by them for accuracy. District 10 often cooperates with other services in the area on mutual clients. **Referrals:** District 10 prioritizes civil cases which protect income, shelter, safety, family integrity and self-determination. Judge Robbins and Ms. Walker place cases with an attorney if the case meets District 10's priorities and is a case in which representation would confer substantial benefit, including "leveling the playing field" in legal proceedings. We also consider whether the client is a member of a vulnerable population (elderly, disabled or a minor) such that the client would have difficulty proceeding pro se. Clients are notified of the action to be taken on their case within two (2) weeks of their interview. If the case is placed, the client is advised that case placement may take 30 days to three (3) months and that it is not possible to place every case. (It generally takes far less time). Ms. Walker refers cases by calling attorneys who match well with the particular client or case. **Reporting:** Once a case has been placed, Ms. Walker calls attorneys periodically to encourage the use of law students and see if they need other support. At the time of referral, volunteer attorneys are also given a case completion report. District 10 reminds attorneys to return reports, but also takes reports verbally to simplify reporting for the volunteer attorney. District 10 also tracks pro bono hours done for other organizations, such as ILS, CASA, Middleway House and the Protective Order Project.

**Please describe any special circumstances, including difficulties encountered, affecting your District's 2004 implementation of its plan:** Our goals for 2005 were to a) increase the number of applicants helped and attorneys recruited for direct representation; b) conduct CLEs; and c) start adjunct programs, such as the Law Student Mentoring Program and a Pro Se Desk, to support our core program. Implementation of these goals has gone really well, although we have revised some of our plans to react to the realities and practicalities of District 10's situation. **We have increased the number of applicants helped** by close cooperation with the IU School of Law, which has provided 24 law student volunteers. With law student help, **we have been able to help 208 applicants with pro se forms, advice or brief services. This is in addition to the representation done by 86 volunteer attorneys.** District 10 has also done bankruptcies for consumers, the only pro bono service for low income individuals in the four-county area who need bankruptcies. District 10 has successfully **recruited attorneys for direct representation** by making pitches at bar meetings. The appeals letter, which profiled cases needing help, raised consciousness of the need for pro bono, and we recruited several new attorneys to assist those clients profiled. Our most successful effort in recruiting attorneys to date was the Guardian Ad Litem CLE, which recruited 11 new attorneys in the four-county district, each of whom owes District 10 two cases apiece. This seminar is one of two **CLEs which District 10 plans to conduct during 2005**, and was organized by Amy G. Applegate and Janet Rumble of the IU-Bloomington School of Law, and co-sponsored by District 10. The program was extremely well received, with 65 participants from all over the state attending. **Adjunct programs such as the Law Student Mentoring Program have been started.** The preferred model for this program, matching law students with volunteer attorneys, has resulted in 7 students helping volunteer attorneys. However, more law students have wanted to volunteer than we could match with mentoring attorneys. Because the need among lower income clients is so great, and because not all cases are appropriate for referral to volunteer attorneys, the law students, supervised by Ms. Walker have provided limited services to 208 people. **This initiative, in which law students work with clients under the supervision of Ms. Walker, has met client needs and supported our core program better than the planned "Pro Se Desk,"** which was supposed to have been staffed by volunteer attorneys at the courthouses for a two-hour period every month. First, law students are available to help people at our office during almost all business hours, allowing us to serve more people. Secondly, it is a more efficient use of attorney time to check work done by a law student than to have an attorney do all of the work. Third, the work done at the office tends to be pre-emptive and thus more efficient; clients call before they need court intervention instead of coming to a courthouse Pro Se Desk after they have filed an action or had a hearing. Fourth, since students have access to the Internet and all office equipment during a client help session, the client receives better and more immediate service than he might at a courthouse office.

## BUDGETS FOR 2004, 2005 AND 2006 FOR IOLTA FUNDS ONLY

Cost Category	2004 Actual Expenditures	2004 Budget	2005 Actual Expenditures To Date	2005 Budget	2006 Budget
<b>A. PERSONNEL COSTS</b>					
1. Plan Administrator	34,500*	36,000	19,500*	36,000	37,800
2. Paralegals	0	0	0	0	0
3. Others- <b>Please explain</b>	0	0	0	0	0
4. Employee benefits					
a. Insurance	0	0	0	0	0
b. Retirement plans	0	0	0	0	0
c. Other- <b>Please explain</b> One-time Bonus for Plan Administrator	0	0	1,250	0	0
5. Total Personnel Costs	34,500	36,000	20,750	36,000	37,800**
<b>B. NON-PERSONNEL COSTS</b>					
1. Occupancy	0	1,021	0	2,500	6,000***
2. Equipment rental	0	0	0	0	0
3. Office supplies		500		1,000	1,000
3a. phone/answering machine	a. 34.96		a.0		
3b. Fungible office supplies	b. 277.95		b.218.00		
4. Telephone	1,732.39	1,631****	237.34****	1,981	1,500
5. Travel	201.28	480	41.44	480	480
6. Training	306.98	0	10.00	0	0
7. Library	0	0	0	0	0
8. Malpractice Insurance	1,552.28	2,000	2,553.28	1,900	2,500
8a. Premises insurance	a.200.00	a.240	a.275	a. 200	a.275
9. Dues and fees					
9a: Indiana State Bar	a. 280.00	a. 230	a.0	a. 230	a.280
9b. Supreme Court	b.105.00	b.105	b.0	b. 105	b.105
9c. Notary Public fees	c. 0	c. 67	c.0	c.0	c.0
9d. 501©(3) filing fee	d. 0	d.500	d.0	d.0	d.0
9e. Art. of Inc. filing fee	e. 30	e. 30	e.0	e.0	e.0
10. Audit	0	2,500	0	0	0
11. Contingent reserve	0	0	0	0	0
12. Litigation reserve	0	0	0	0	0
13. Marketing and promotion					
13 a. Brochures	a. 50.62	a. 100	a.0	a. 16	a. 16
13b. Letterhead & envelopes	b.242.82	b. 80	b.0	b.154.50	b. 154.50
14. Attorney recognition	0	51.80	0	51.80	51.80
15. Litigation Expenses (includes expert	0	1,000	0	1,500	0

fees)					
16. Property Acquisition	0		0	0	0
16a. Computers		a.1,057.88			
16b. Printer		b. 200			
17. Contract Services	0	0	0	0	0
18. Grants to other pro bono providers	0	0	0	0	0
19. Other- <b>Please explain</b>					
19a. Postage and mailbox	a. 314.03	a.1027	a. 74.67	a.1,304.50	a.1,304.50
19b. Meals at Equal Justice Conference	b. 0	b. 90	b.0	b.0	
19c. Storage & moving	c. 352.00	c. 0	c.0	c.0	
19d. Out of office copying	d. 55.63	d. 0	d.0	d.0	
20. Total Non-Personnel Costs	5,735.94	12,910.68	3,409.73	11,422.80	13,666.80
<b>C. TOTAL EXPENDITURES</b>	<b>40,235.94</b>	<b>48,910.68</b>	<b>24,159.73</b>	<b>47,422.80</b>	<b>51,466.80</b>

IOLTA funds received **2004:** \$25,340 IOLTA funds received **2005:** \$34,000

\* Diane Walker is an independent contractor, whose contract calls for payments of \$1,500 on the 15<sup>th</sup> and 30<sup>th</sup> of the month. She was paid \$34,500 in 2004 instead of the contracted-for \$36,000 because due to the court's being closed due to weather, Judge Robbins sent December 30<sup>th</sup>'s check in early 2005, so that the \$1,500 is reflected in 2005's actual expenses.

\*\* Diane Walker is an independent contractor, and thus District 10 does not pay benefits or insurance for her. She is requesting an increase in her contract fee of \$1,800/year, or \$150/month, in order to purchase health insurance on her own.

\*\*\* As noted below, District 10 might be losing its donated space if the landlord opts to demolish the building. While District 10 will make every effort to obtain other space that is donated or at less than market value, \$500 per month represents market value for an office rental that might be found in 2006.

\*\*\*\* District 10 was charged too much for its telephone bill in 2004 and was given a credit of \$453, which paid for all phone bills until April 2005.

## **Budget Narrative**

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided.

Lines (A)(1), (2), (3) Please indicate the number of hours per week for each personnel position and rate of pay. Ms. Walker is an independent contractor and is paid \$1,500 twice a month pursuant to the contract. She is the only paid staff-member and works 40 – 50 hours per week. The Executive Committee approved a \$1,250 bonus to Ms. Walker in light of the significant extra work and hours put in by Ms. Walker to start up and work with law students through the Law Student Mentoring Project. This project was not originally anticipated in planning Ms. Walker's work for 2004 – 2005, and resulted in Ms. Walker both referring students to attorneys and supervising students in the delivery of pro bono services to low-income and indigent individuals.

Line (B)(1) Please describe the occupancy cost in terms of square footage, utilities or other amenities and indicate whether the occupancy cost is above or below the market rate for that space. Rent and utilities are currently free. The original agreement with the landlord, Pinnacle Properties, was that rent and utilities would be free until March 2005, and District 10 would then be charged the market value for the small space of \$250 per month, or \$2,500 for March –December 2005.. However, the landlord is deciding what to do with the building, and until Pinnacle Properties decides either to keep or demolish the building, District 10 is still not being charged. Thus our rent and utilities as of July 1, 2005 are still free. The budgeted amount for 2006 is based on the market rate of \$500 for replacement space, and assumes that District 10 will have to obtain other space at the market rate of \$500/month.

<b>ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:</b>
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January 1:	Checks distributed
July 1:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
<b>December 1:</b>	<b>IBF grant agreement due and revised budget due</b>

The following abbreviations were used for Case Types not defined in Indiana Supreme Court Administrative Rule 8(B)(3):

BNKRCY = Bankruptcy

CASA = Court Appointed Special Advocates

ED = Education

GAL = Guardian Ad Litem

HEALTH = Medicaid Issue

IMMG = Immigration

NP = Work representing a non-profit organization which serves lower-income individuals.

UNK = Unknown (This was used when volunteer attorney office personnel could report hours but not Case Types.)

Attorney Name	County	Yr Accept	Yr Closed	Hours	Case Type
PBP001	Monroe	2005	2005	19	DR
	Monroe	2004	N/A	4.6	JP
PBP041	Monroe	2005	N/A	1.5	CC
PBP002	Monroe	2005	N/A	4.2	DR
	Monroe	2004	2005	15	CASA
	Monroe	2004	2005	4	DR
	Monroe	2004	2005	4	DR
	Monroe	2004	2005	8	DR
PBP003	Monroe	2005	N/A	0	GAL
	Monroe	2005	N/A	0	GAL
	Monroe	2005	N/A	3	GU
	Monroe	2005	N/A	3	GU
	Monroe	2005	N/A	6	JC
	Monroe	2004	2005	10	JP
	Monroe	2004	2005	8	JP
	Monroe	2004	2005	6	JP
	Monroe	2004	N/A	4	JP
	Monroe	2004	2005	18	PO
	Monroe	2004	2005	10	DR
PBP085	Monroe	2005	N/A	1	MI
PBP004	Monroe	2004	2005	20	DR/PO
PBP005	Monroe	2004	2005	16.2	DR
	Monroe	2004	2005	7.8	JC
PBP006	Monroe	2004	2005	1	DR
	Monroe	2004	2005	4.5	DR
	Monroe	2004	2005	20	UNK
PBP007	Monroe	2004	2005	21.1	GAL
PBP008	Monroe	2004	2005	20	ES
PBP009	Monroe	2004	2005	20	DR
PBP010	Lawrence	2004	2005	5	GAL
	Lawrence	2004	2005	55	UNK
PBP011	Monroe	2004	N/A	20	CT
	Monroe	2004	2005	20	DR
PBP012	Monroe	2005	N/A	8.2	PO
PBP013	Monroe	2004	2005	27.6	CASA
	Monroe	2004	2005	6.25	DR

PBP014	Monroe	2004	2005	4	MI
PBP015	Monroe	2004	2005	10	CASA
PBP016	Monroe	2004	N/A	150	ED
PBP017	Monroe	2004	2005	8	ES
	Monroe	2004	2005	15	GU
	Monroe	2004	2005	2	MC
	Monroe	2004	2005	5	PO
PBP018	Monroe	2005	N/A	1.4	ES/DR
	Monroe	2004	2005	2.1	NP
PBP019	Monroe	2004	2005	4	PL
PBP020	Monroe	2004	2005	1	CC
	Monroe	2004	2005	15	ES
PBP021	Monroe	2004	2005	10	DR
	Monroe	2004	2005	2	DR
	Monroe	2004	2005	3	DR
	Monroe	2004	2005	4	DR
PBP022	Monroe	2005	2005	8	DR
PBP023	Monroe	2004	2005	2	NP
	Monroe	2004	2005	6	PL
PBP024	Monroe	2004	2005	2.5	UNK
PBP025	Greene	2004	N/A	1.75	DR
	Greene	2004	2005	4	PL
PBP026	Monroe	2004	2005	19	DR
	Monroe	2004	2005	2.5	ES
PBP027	Monroe	2004	2005	2.1	NP
	Monroe	2004	2005	13.8	NP
PBP028	Monroe	2004	2005	20	DR
PBP029	Greene	2004	N/A	8.2	DR
	Greene	2004	2005	12.6	UNK
	Monroe	2004	2005	7.8	AD
PBP030	Monroe	2004	N/A	16.2	DR
	Monroe	2005	2005	7.8	JC
	Monroe	2004	2005	3.2	UNK
PBP031	Monroe	2005	2005	20	NP
PBP032	Monroe	2005	N/A	3	CT
	Monroe	2005	2005	1	CT
PBP033	Monroe	2004	2005	207.05	DR
	Monroe	2004	2005	35.5	DR
PBP034	Monroe	2004	2005	20	NP
	Monroe	2004	2005	7	DR
	Monroe	2004	2005	1.4	DR
PBP035	Monroe	2004	2005	12.2	JT
	Monroe	2004	2005	25	NP
PBP036	Monroe	2004	2005	8.5	PL
PBP037	Monroe	2004	2005	22.6	NP
PBP038	Monroe	2005	2005	5	HEALTH
PBP040	Monroe	2005	N/A	4	PL
PBP042	Monroe	2004	2005	30	UNK
PBP043	Monroe	2005	2005	8.2	DR
	Monroe	2004	2005	1.5	GAL

[illegible]

	Monroe	2004	2005	7	CASA
	Monroe	2004	2005	4.6	DR
	Monroe	2004	2005	11.4	DR
	Monroe	2004	2005	5.3	PO
	Monroe	2004	2005	15	CASA
PBP058	Monroe	2004	2005	36.5	GAL
	Monroe	2004	2005	7	DR
	Monroe	2004	2005	30	PL
PBP059	Monroe	2004	2005	1.2	PO
PBP060	Monroe	2005	2005	51	DR
	Monroe	2004	N/A	1	DR
PBP061	Monroe	2004	2005	8	CASA
	Monroe	2004	2005	4	CASA
PBP062	Monroe	2004	2005	10	DR
PBP086	Monroe	2005	2005	1	DR
	Monroe	2005	2005	1	GU
PBP063	Greene	2005	N/A	5	GU
PBP064	Monroe	2004	2005	0.5	NP
PBP065	Greene	2004	2005	34.2	NP
	Monroe	2005	N/A	4	DR
	Monroe	2005	N/A	1	DR
	Monroe	2004	2005	3.5	DR
	Monroe	2004	2005	3.25	DR
	Monroe	2004	2005	8	DR
	Monroe	2004	2005	6	DR
	Monroe	2004	2005	5.25	DR
	Monroe	2004	2005	3.25	DR
	Monroe	2004	2005	5.25	DR
	Monroe	2004	2005	4.5	DR
	Monroe	2004	2005	2.75	DR
	Monroe	2004	2005	3.5	DR
PBP066	Monroe	2005	N/A	37.5	GAL
	Monroe	2005	N/A	5	JP
	Monroe	2004	2005	3.25	JP
	Monroe	2004	2005	2	PO
	Monroe	2004	2005	5	BNKRCY
PBP067	Monroe	2004	2005	5	JS
PBP068	Monroe	2004	N/A	20	DR
PBP069	Monroe	2004	2005	20	NP
	Monroe	2004	2005	20	NP
	Monroe	2004	2005	20	NP
	Monroe	2004	2005	20	NP
	Monroe	2004	2005	12	AD
	Monroe	2005	N/A	5	AD
	Monroe	2005	N/A	12	AD
	Monroe	2004	2005	12	AD
	Monroe	2004	2005	12	CC
PBP070	Monroe	2004	2005	12	DR
	Monroe	2004	2005	20	DR
	Monroe	2004	2005	12	DR



	Monroe	2004	2005	20	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	20	DR
	Monroe	2005	N/A	5	DR
	Monroe	2005	N/A	5	DR
	Monroe	2004	2005	20	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	20	DR
	Monroe	2004	2005	12	DR
	Monroe	2005	N/A	12	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	12	DR
	Monroe	2005	N/A	5	DR
	Monroe	2004	2005	20	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	12	DR
	Monroe	2004	2005	12	ES
	Monroe	2004	2005	12	GU
	Monroe	2004	2005	20	JP
	Monroe	2004	2005	20	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	20	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	20	JP
	Monroe	2004	2005	12	JP
	Monroe	2004	2005	20	JT
PBP071	Monroe	2004	2005	20.2	DR
	Monroe	2005	N/A	21.3	DR
	Monroe	2005	N/A	23	DR
PBP087	Monroe	2004	N/A	29	NP
PBP072	Monroe	2004	2005	15	AD
	Monroe	2004	N/A	3.5	ES
PBP073	Monroe	2004	2005	15	BNKRCY
PBP074	Monroe	2004	2005	8	PL
PBP075	Monroe	2004	2005	5	GAL
PBP076	Monroe	2004	2005	20	DR
	Monroe	2004	N/A	5	BNKRCY
	Monroe	2004	2005	1	CC
PBP077	Monroe	2004	2005	2	PL
	Monroe	2004	N/A	18	PL

PBP078	Owen	2004	2005	32	PO
	Owen	2004	2005	12	PO
	Owen	2004	2005	16	PO
	Owen	2004	2005	20	PO
	Monroe	2004	2005	3.6	CASA
PBP079	Monroe	2004	2005	0.5	DR
	Monroe	2004	2005	0.2	DR
	Monroe	2004	2005	2.9	DR
PBP080	Monroe	2004	2005	20	DR
	Owen	2004	2005	5	DR
PBP081	Owen	2004	2005	10	GU
	Owen	2004	2005	4	JM
	Owen	2004	2005	20	JS
PBP082	Monroe	2004	2005	7.8	AD
	Lawrence	2005	N/A	0	DR
	Lawrence	2004	2005	4.15	DR
PBP083	Lawrence	2004	2005	6	GU
	Lawrence	2004	2005	5	UNK
PBP084	Monroe	2005	N/A	3.3	IMMG

Total Number of Attorneys:	86
Total Number of Cases Accepted:	255
Total Hours Reported:	2977.28